Vacancy Announcement

for
U.S. Embassy, Baghdad

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ANNOUNCEMENT NUMBER: TCN-10-01

OPEN TO: Third Country Nationals Only

POSITION: Computer Management Specialist; FSN-11

OPENING DATE: November 21st, 2010

CLOSING DATE: December 4th, 2010

WORK HOURS: Full-time; 40 hours/week

SALARY: US$40,156 per annum (Plus 35% Differential of basic salary; 15% of basic salary for Unique Conditions of Work Allowance) **Paid in US Dollars**.

LENGTH OF HIRE: 1 - 5 years (1 year with 4 optional years)

U.S. Embassy in Baghdad is seeking an individual for the position of Computer Management Specialist in the Information Resource Management Office of U.S. Embassy Baghdad.

BASIC FUNCTION OF POSITION

The Incumbent is the Senior Local Area Network (LAN) Computer Management Specialist responsible for the day-to-day management for all Embassy Baghdad's Unclassified and Sensitive But Unclassified (SBU) Open Net computer systems and its supported constituent posts in Basrah and Erbil.   The primary function of this position is to ensure that all the configuration and security standards as outlined by the Department of State (DOS) regulations are met at all the sites throughout Mission Iraq.

The Universal Application Form, TCN program benefits and FAQs can be found at:
http://iraq.usembassy.gov/hr_tcns.html

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of a university degree in Computer Science or Management Information Systems (IMS) is required.

2. Four (4) years work experience of in a complex PC, Local Area, Networks (LAN), and Wide Area Networks (WAN) environment with two (2) years of supervisory experience.

3. Level IV-Fluency-Speaking/Reading/Writing in English is required **(English Language will be tested).**

4. Thorough knowledge of systems analysis and basics of LAN/WANs. Working knowledge of Windows 2003, Windows XP Professional, and Exchange operating systems. Advance knowledge of the Microsoft Office application suite is required.

5. Efficient in the ability to supervise staff, prioritize work effectively, and meet deadlines & good customer service skills. Must be proficient in the operation, support and troubleshooting of the Microsoft suite of server based products, i.e. Windows 2003 Server, Windows XP, Exchange, Microsoft SQL Server, etc.

SELECTION PROCESS

It is essential that candidates address the required qualifications above in the application to meet the required qualifications.

TO APPLY

Applicants for this position must submit the following information:

1. Universal Application for Employment DS-174, as a Third Country National (TCN); or

2. A current resume or curriculum vitae that provides the same information found on the DS-174 (see Appendix B below); or

3. A combination of both; i.e. Sections 1 -24 of the DS-174 along with a listing of the applicant's work experience attached as a separate sheet; plus

4. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION MATERIALS TO THE FOLLOWING EMAIL ADDRESS:

TCNISUAmman@state.gov

FOR INQUIRIES PLEASE EMAIL: TCNISUAmman@state.gov

POINT OF CONTACT

Telephone: (962) (6) 590-6832 / 590-6828
FAX: (962) (6) 5906869

CLOSING DATE FOR THIS Vacancy Announcement: December 4th, 2010

The U.S. Mission in Baghdad provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Approved: AMEveritt: ISU/HRO
Cleared: ESlater: IRM
Drafted: THarley: ISU/HR

Appendix A

DEFINITION

A third-country national (TCN) is an individual who meets the following criteria.

(1)   Is neither a citizen of the United States nor of the country to which assigned for duty.

(2)   If employed, is eligible for return travel to the TCN's home country or country from which recruited at U.S. Government expense.

(3)   Is on a limited appointment for a specific period of time.

(4)   Encumbers a direct-hire, personal service agreement (PSA) FSN position covered under the TCN local compensation plan. Such an employee normally is recruited from outside the host country and relocated from the point of recruitment to the host country. The return travel obligation assumed by the U.S. Government may have been the obligation of another employer in the area of assignment if the employee has been in substantially continuous employment which provided for the TCN's return to home country or country from which recruited.

Hired TCN Staff are considered separate from the Locally Employed Staff (LES) because they have separate Local Compensation Plan and nationalities. Candidates are expected to be employed at the U.S. Mission in Iraq from one to five years.

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information which equates to the information found on the DS-174.

Failure to submit the required information may result in the applicant not being considered for the vacancy.

      A. Position Title
      B. Position Grade
      C. Vacancy Announcement Number (see top of page)
      D. Dates Available for Work
      E. First, Middle, & Last Names as well as any other names used
      F. Current Address, Day, Evening, and Cell phone numbers
      G. Permanent U.S. Resident (Yes or No; if YES, provide number)
      H. U.S. Social Security Number and/or Identification Number
      I. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
      J. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type
      K. Days available to work
      L. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
      M. Education
      N. License, Skills, Training, Membership, & Recognition
      O. Language Skills
      P. Work Experience
      Q. References

Capsule Position Description- Computer Management Specialist, FSN 11

Under the guidance of the Information Systems Officer (ISO), the incumbent directs the support for the Department of State's Sensitive But Unclassified (SBU) Open Net LAN and Dedicated Internet Networks (DIN) systems at the U.S. Embassy Baghdad and its supported constituent posts in Basrah and Erbil. Responsible for the maintenance and day-to-day operations at all Unclassified Information Systems facilities. Meets the objectives established by management, with policy and priority guidelines issued by the Near East Asia Bureau, IRM and the Embassy. Makes sure that all systems configuration modifications and expansions, whether at embassy locations or at constituent posts, conform to the Department's standards and the Bureau's stated directions. Responsible for inspiring the system staff in Mission Iraq to maximize the efficiency of the Wide Area Network (WAN), to include; troubleshooting hardware problems, recommending, procuring and implementing hardware improvements deemed appropriate, designing of or procuring software enhancements, and expand the capabilities of all the systems to enhance end-user productivity. Ensures the integrity of all DOS systems including Open Net and the Dedicated Internet Network (DIN) systems and appropriate safeguards are in place to prevent unauthorized access to computer facilities, files and programs in conjunction with Department of State's Diplomatic Security and IRM/Information Assurance guidance and regulations.